



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY16-26		
Business Title: Security Controls Technician	State Classification: Electronics Technician II	
Salary Group: A17	Salary: (\$3,081.34 - \$4,866.58)/Month	Hours/Week: 8:00am – 5:00pm, M-F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 11/20/2015	FLSA Status: Non- Exempt	Hours: 40
Closing Date: 12/03/2015	Shift Differential: N/A	Openings: 1
Division: Risk Management	Program: Security Controls	

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY: Performs advanced electronics (senior-level) technical support work. Work involves analyzing, planning, and budgeting user requirements, procedures, and problems to automate processing or/and to improve existing systems on TFC Network/Access Control/CCTV Systems. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Performs skilled maintenance, repair and renovation work on electronic, electrical, LAN, and security systems in accordance with the regulations of the National Electric Code (NEC) and designs and implements new or revised methods to meet agency needs.
- ◆ Troubleshoots and inspects electronic, electrical, LAN, HVAC, and access controls and CCTV systems.
- ◆ Monitors and manipulates the computer software associated with multiple security systems.
- ◆ Conducts inspections for access controls and CCTV systems installed by vendors.
- ◆ Analyzes and assists in defining agency disaster recovery responsibilities and procedures.
- ◆ Determines operational, technical, and support requirements for the location, installation, operation, and maintenance of data communications, access controls and CCTV systems.
- ◆ Provides professional responses to building tenants, clients, and staff as necessary
- ◆ Coordinates and monitors the work of contractor staff for quality and compliance.
- ◆ Operates a motor vehicle in order to perform essential functions.
- ◆ Performs data entry and retrieval.
- ◆ Trains others.
- ◆ May supervise the work of others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from a standard senior high school or completion of GED.
- ◆ Vocational or technical training certification in electronics, electronic technology, or a related field.
- ◆ Three (3) years experience in configuring, installing, troubleshooting, and maintaining electronic equipment, security/access control systems, and CCTV systems, including one (1) year supervisory or lead worker experience.
- ◆ Education and experience may be substituted for one another on a year-for-year basis.



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KNOWLEDGE, SKILLS, & ABILITIES:

- ◆ Considerable knowledge of electronics and electronic equipment and tools; and procedures for troubleshooting and maintaining electronic systems.
- ◆ Considerable knowledge of the rules and regulations of the National Electric Code.
- ◆ Considerable knowledge of CCTV systems.
- ◆ Considerable knowledge of security/access control systems.
- ◆ Considerable knowledge of the techniques used in the design of automated systems.
- ◆ Considerable knowledge of computer hardware and software, including automated mapping; of computer operating systems.
- ◆ Knowledge of transmission, broadcasting, switching, control and operation of telecommunication systems.
- ◆ Knowledge of safety precautions and procedures.
- ◆ Proficient skill in the use of tools.
- ◆ Proficient skill in coordinating and solving complex problems.
- ◆ Proficient skill in the use of personal computers and applicable programs, applications, and systems.
- ◆ Ability to analyze systems and procedures.
- ◆ Ability to interpret drawings, plans, and schematics; and to understand technical material.
- ◆ Ability to provide customer service.
- ◆ Ability to train others.
- ◆ Ability to operate a motor vehicle.
- ◆ Ability to communicate effectively, both orally and in writing.

Physical Requirements and/or Working Conditions: This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally, 100 lbs. of products and materials.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 9004 Maintenance Assistant, 11B Infantryman, BU Builder, 210 Damage Controlman, 100 Basic Utilities Marine, 3E4X1 Water and Fuel Systems Maintenance or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Note: Effective September 1, 2015, to apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

Incomplete applications will not be considered.

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Office 512-463-3433



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Conditions of Employment: Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: Job Posting ID 6421493

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